

## Position Description

**Position Title:** Energy Efficiency Program Coordinator

**Department:** Office of Coastal and Environmental Affairs (OCEA)

**Reports to:** Director of Office of Coastal and Environmental Affairs

**Position Summary:** Responsible for the creation and coordination of innovative and progressive energy policies and programs. The energy efficiency coordinator will assist in the development of new energy efficient policies and practices codes that can be adopted at a local level. This coordinator will also be responsible for the creation and enhancement of progressive efforts to implement energy efficiency programs on a local level.

### Minimum Qualifications:

- Bachelors' of Science degree in engineering, infrastructure planning, environmental science, environmental/energy policy, or related fields.
- Experience in developing and coordinating community outreach efforts of various types and with diverse audiences
- Experience in technical writing that can be targeted for audiences including scientists, policy-makers at the state and local levels, program officials, foundations, and the general public
- Knowledge of pressing energy policy issues in the New Orleans region
- Familiarity with state and federal agencies relevant to energy efficiency matters
- Proficient in Microsoft Word, PowerPoint, Excel, and adept at utilizing internet tools for research purposes
- Experience in developing and coordinating meetings and logistics and managing schedules for a dynamic office.
- A willingness to learn and be open to performing new tasks as they arise.

### Key Responsibilities and Performance Standards (PS):

Responsibility (I)	% Effort
<p>Provide assistance in coordination of OCEA's existing energy efficiency programs and activities:</p> <ul style="list-style-type: none"><li>• Maintain regular communication with the U.S. Department of Energy relative to the city's existing energy efficiency programming and activities</li><li>• Maintain regular communication with the Louisiana Department of Natural Resources on energy efficiency programming and grant opportunities</li><li>• Manage logistics for a busy office</li><li>• Provide support writing emails and typing documents when needed</li><li>• Staff Director of office when necessary</li></ul> <p><b>PS:</b> 1) Communicates regularly with OCEA's director who serves as supervisor, 2) Prepares and meets milestones and deadlines as developed with supervisor, and 3) Keeps supervisor and relevant OCEA staff informed of progress on work tasks 4) Participates in relevant trainings/workshops to stay updated on energy efficiency programming.</p>	30%

<b>Responsibility (II)</b>	
Provides assistance in coordination of activities relative to the Solar America Cities project and other relevant projects in the realm of energy efficiency and use of solar power <b>PS:</b> 1) Provides timely and thorough assistance to supervisor on all project reporting and other oversight relative to this area of work and, 2) whenever possible, represent supervisor at any meetings relative to this area of work	25%
<b>Responsibility (III)</b>	
Provide assistance to supervisor relative to green building/energy efficiency activities and functions of the OCEA <ul style="list-style-type: none"> <li>• Provide assistance to supervisor relative to the development of efforts to enhance the municipal building codes in a green, energy efficient manner</li> <li>• Provide assistance</li> </ul> <b>PS:</b> 1) Communicates regularly with supervisor and other relevant OCEA staff for appropriate oversight and review of work, and 2) responds to requests and all deadlines in a timely manner 3) communicates and coordinates with outside groups for training and collaboration when possible	20%
<b>Responsibility (IV)</b>	
Perform other duties as needed <b>PS:</b> 1) Always maintains a sense of eagerness, understanding and dependability in performing additional duties relative to the OCEA and as requested by supervisor, 2) demonstrates the highest degree of professionalism in working with internal and external points of contact within the OCEA, Mayor's Office and City Hall, and 3) performs all assignments with attention to time and detail	25%

### **Application Process**

**Interested candidates should submit a resume, cover letter, and any other relevant materials, to Mary Pettingill at [mgpettingill@nola.gov](mailto:mgpettingill@nola.gov) no later than 5:00 pm, on July 15, 2011.**